



***Embassy of the United States of America  
Consular Section, Immigrant Visa Unit  
Bogotá, Colombia***

**THE IMMIGRANT VISA APPOINTMENT PACKAGE**

Dear Visa Applicant:

The person(s) listed on the attached appointment letter should appear at the U.S. Embassy Bogota's Consular Section waiting room (located at the corner of Calle 26 and Carrera 50) on the date and time specified in this letter. If any of the person(s) listed on the attached letter cannot come to the appointment, please inform this office as soon as possible. In order to prepare for your interview, please follow the attached instructions.

**FIRST:** Download and fill out the [Application for Immigrant Visa and Alien Registration \(Form DS-230\)](http://travel.state.gov/pdf/DS-0230.pdf), Parts I and II. (<http://travel.state.gov/pdf/DS-0230.pdf>)

- Complete **one (1) copy** for **each applicant**
- Type or print your answers in block letters. Use blue or black ink.
- Answer each question. Do not use dashes or abbreviations. If a section does not apply, write 'NOT APPLICABLE'.
- Review all answers, especially if someone helped you fill out an application.
- **DO NOT SIGN THE APPLICATION.** You will sign it during your interview

**SECOND:** Undergo certain **medical examinations**. *Instructions for Medical Examinations* attached.

**THIRD: THE DAY OF YOUR APPOINTMENT**

**ARRIVE ON TIME**

- Bring your interview letter to your appointment (if available).
- If you learned your appointment date from our website ([http://bogota.usembassy.gov/immigrant\\_visas.html](http://bogota.usembassy.gov/immigrant_visas.html)) and do not have your interview letter, you should come to the Consular Section waiting room on the day of your scheduled appointment. You will be allowed to enter **only** on your scheduled appointment date.
- It is strongly recommended that applicants arrive early, before 7:00 am. If you arrive late or do not bring all required documents, your case will be rescheduled.
- The visa interview process may take several hours. Our waiting room is outside, and Bogota can get cold. Please dress accordingly.

**BE PREPARED**

- Make sure that everyone listed on the appointment letter brings all required documents to the appointment. Arrange documents in the exact order found on the *List of Documents*.
- Medical examinations, police certificates, and the Application for an Immigrant Visa (DS-230) are valid for one year.

- Passport biographic information, including name and date of birth, must exactly match applicants' civil documents. Any discrepancies should be corrected by the relevant Colombian authorities prior to your interview.
- If the consular officer requests additional information or documents, you will need to schedule a follow-up appointment through our Visa Information Service: <http://bogota.usembassy.gov/vic.html>.
- You are legally responsible for all information provided in your application. All information is subject to verification.

## VISA PAYMENT

If your petitioner has not already paid for your visa application and surcharge fees, you should bring **\$404** U.S. dollars or the equivalent in pesos to pay these fees. If you are not sure if they have already been paid, you should come prepared to pay the application and surcharge fees for each visa. Legally, a consular officer cannot interview you until these fees have been paid.

The fee may be paid in U.S. dollars, Colombian pesos, or certain credit cards. The Embassy may also accept debit cards displaying the Visa or MasterCard logo. Please note that the U.S. banking system does not use the 'cuota' system, which means that credit cards will be charged the entire amount in one installment. **The Embassy DOES NOT accept U.S. \$100 bills.** You must pay with high-quality bills of other denominations or in Colombian pesos. Imperfect bills will not be accepted. **WE DO NOT ACCEPT CHECKS.** If you are not found eligible to receive a visa, the application fee will not be reimbursed.

## CHILDREN UNDER 14 YEARS OF AGE

- Children under 14 years of age who received *their own appointment letter* (IR and CR cases) **must** come to their immigrant visa interview (i.e., a 3 year old son of a U.S. citizen must come to his interview)
- Children under 14 years of age whose names are *listed on a parent's appointment letter* are **not** required to come to their immigrant visa interviews.
- If possible, a parent or legal guardian should attend the immigrant visa interview for children under 14 years of age. If a parent or legal guardian cannot attend the interview, another adult may bring a **notarized letter** from the parent or legal guardian authorizing him/her to be the parent's representative.

## VISA DELIVERY BY COURIER

Approved immigrant visas will be delivered by a private courier, DOMESA, approximately 10 calendar days after your interview. You will receive detailed instructions about visa delivery the day of your appointment. **Under no circumstances will applicants be allowed to pick up their visas at the Embassy.** Please see attached *Visa Delivery Service Fees*.

## WAIT UNTIL YOU RECEIVE YOUR VISA TO MAKE TRAVEL PLANS

No assurance can be given in advance that a visa will be issued. Your case will be carefully reviewed by a consular officer to determine your eligibility based on U.S. immigration law. **You are advised not to make any travel arrangements, such as giving up your job, selling property, or buying plane tickets until you have received the approved visa package in hand. You risk significant financial losses if you ignore this advice.** Immigrant visas are valid for six months and are good for one entry into the United States.

### **WARNING:**

**The Consular Section does not endorse or have a "special relationship" with any individual, attorney, or business that offers advice or assistance with the visa process.** No one can guarantee that your visa will be issued. All U.S. government forms are free. **Beware:** many visa applicants lose money or are permanently barred from the United States as a result of misleading information and fraudulent applications provided by visa consultants or attorneys.

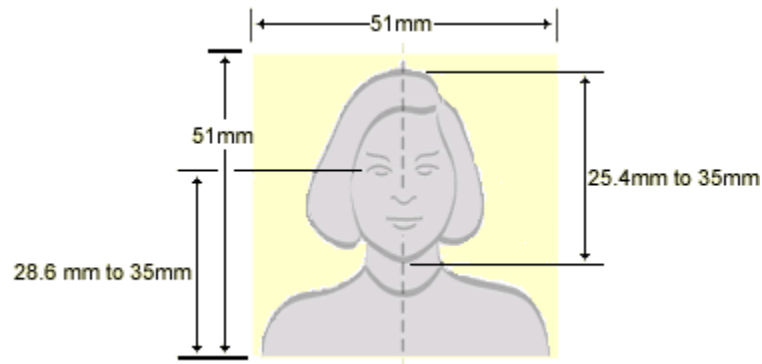
Any document or information presented in connection with your immigrant visa application may be investigated by our Fraud Prevention Unit. **Any attempt to misrepresent a material fact to a consular officer may make you permanently ineligible to obtain a visa.**

**By law, an immigrant visa petitioner may be imprisoned up to five years or fined up to \$250,000, or both, for entering into a marriage contract for the purpose of evading any provision of the immigration laws. In addition, a petitioner may be fined up to \$10,000 and imprisoned for up to five years, or both, for knowingly and willfully falsifying or concealing a material fact or using any false document in submitting a petition.**

If you wish to discontinue the immigrant visa petition process, please inform the National Visa Center at [http://travel.state.gov/visa/immigrants/info/info\\_3177.html](http://travel.state.gov/visa/immigrants/info/info_3177.html).

### PHOTOGRAPH INSTRUCTIONS FOR IMMIGRANT VISA APPLICATIONS

- Photos must be 5 cm x 5 cm
- Color photograph
- Both ears must be visible.
- Altered or photo-shopped photos are illegal and will be rejected.
- Photo must be recent (taken no more than six months ago).
- The person must be looking straight ahead (cannot be looking to the left, to the right, up or down), and the face must cover approximately 50% of the area of the photo.
- No head covering
- No earrings
- White background



### ECLOSURES:

- Appointment Letter
- Application for Immigrant Visa and Alien Registration, Part I & Part II [Form DS-230](http://travel.state.gov/pdf/DS-0230.pdf) (one per applicant). Download this form at: <http://travel.state.gov/pdf/DS-0230.pdf>
- List of Documents
- Instructions for Medical Examinations
- Visa Delivery Service Fees

## LIST OF DOCUMENTS

*Informal English translations are required for civil documents written in a foreign language. We can return most original documents if you also bring notarized photocopies to your interview.*

- **PASSPORT:** The passport must be valid for travel to the United States and have at least eight (8) months of validity left from the date the visa is issued. Applicants who have traveled to the United States should also present **all** previous passports.
  - Bring a copy of the petitioner's U.S. passport or green card.
- **PHOTOGRAPHS:** Four (4) COLOR photographs taken within the past six months for **each** applicant. See attached photograph instructions. Altered or photo-shopped photos will be rejected.
- **BIRTH CERTIFICATES:** Each applicant must present an original or a notarized copy of his/her birth certificate. A copy of the Folio is required. The date and place of birth, parents' names, and date the birth was registered must be included. *We do not accept 'short form' birth certificates, as they are not official extracts from government records.* . **Applicants must present the first/original copy of their birth certificate in addition to the replacement version if it replaced an older version. The visa will not be approved until the applicant brings copies of ALL the versions of their birth certificates.**
  - **Siblings (F4):** Must present a *folio copy* of your petitioning sibling's birth certificate(s) (or baptismal certificate if your sibling was born in 1939 or earlier).
  - **Parents (IR5):** Must present a *folio copy* of your petitioning child's birth certificate(s).
  - **Special note for applicants born before 1939:** You may present a recently issued **baptismal certificate** with marginal notes in lieu of a birth certificate.
- **BAPTISMAL CERTIFICATE:** Recently issued baptism certificate with marginal notes is required for all applicants. Failure to bring a baptism certificate may delay the processing of your visa.
  - **Siblings (F4):** You must present the baptism certificates of yourself and your petitioning sibling.
  - **Parents (IR5):** You must present the baptism certificate of your petitioning child
- **MARRIAGE CERTIFICATES:** Married applicants must present a certified copy of their civil marriage certificate. All marriage certificates must include the date and place of the marriage, complete names of the spouses, and name and title of the person who performed the ceremony. *Applicants and petitioners must also present proof of the termination/divorce of any previous marriages.*
  - **Stepchildren of American Citizens or Lawful Permanent Residents:** Marriage certificate of your biological parent and the petitioner is required. *Your parent and the petitioner must also present proof of the termination/divorce of any previous marriages.*
- **TERMINATION OF PREVIOUS MARRIAGES:** Certified photocopies of final divorce decrees, annulments, or death certificates are required for the petitioner and **ALL** applicants. We cannot accept civil or religious separations, including '*Separaciones de cuerpos y bienes*,' '*Liquidaciones de sociedad conyugal*,' or annotations on the back of marriage certificates as proof that a marriage has been terminated.
- **POLICE CERTIFICATES:** A Colombian police certificate "Certificado Judicial" is required for all applicants who will be 18 years of age when they travel to the U.S. It may be obtained at any DAS office or online at or online at <http://das.gov.co>. Police certificates are also required from applicants

who have lived in another country for more than 12 months since turning 16 years of age (except for the United States, Mexico, and Venezuela). Visit <http://travel.state.gov/visa/ reciprocity/index.htm> for information about obtaining police certificates for other countries.

- **JUDICIAL AND PRISON RECORDS:** Applicants who have been arrested for any reason in any country (including Colombia or the United States) or who have any judicial/prison record must present copies of ALL documents related to the case, even if the charges were dropped, the applicant was found innocent, or they received an amnesty or other act of clemency. The visa will not be approved until all judicial and prison records are presented to the Consular officer.
- **IMMIGRATION RECORDS:** Applicants who have been denied admission to the United States, requested extensions, changed status, applied for asylum, been deported, or granted voluntary departure from the United States must bring all relevant documents from the Department of Homeland Security or the immigration judge. The visa will not be approved until all judicial and prison records are presented to the Consular officer.
- **DAS CERTIFICATE –** Entries and exits to and from Colombia for the past 10 years for both the petitioner and all visa applicants over age 18. This document may be obtained in Bogotá at the DAS Office located at Calle 100 #11B-27, Edificio Platinum, Bogotá. Failure to bring this document may result in delays in visa processing.
- **AFFIDAVIT OF SUPPORT:** A [Form I-864](#) (Affidavit of Support) is required at your final interview. If your petitioner did not previously submit the Form I-864, he or she should download and complete Form I-864. You should bring Form I-864 to your interview. This form and detailed instructions may be downloaded at <http://www.uscis.gov/i-864>.
  - The primary applicant's Form I-864 requires an **original signature**. . A **photocopy or fax is NOT acceptable**.
  - **Each** traveling family member requires their own copy of the Form I-864. If you do not bring all required copies of the Form I-864, the visa will not be approved.
  - **The I-864 must be accompanied by the petitioner's latest income tax forms (Form W2, 1040, and letter from their employer certifying their employment)**
  - Income guidelines may be found at <http://www.uscis.gov/i-864p>. If the petitioner has low or no income, an I-864 for each applicant must be completed by a **cosponsor** who is a current U.S. resident or U.S. Citizen.
- **EVIDENCE OF A GENUINE MARRIAGE RELATIONSHIP:** For marriage-based petitions, the visa cannot be approved until the Consular Officer is convinced that the marriage is genuine. An approved petition or marriage certificate is not sufficient evidence that the marriage is genuine. Applicants may wish to bring photographs, evidence of communication between them (phone records, emails, post-marked letters, phone cards), evidence of travel together, and financial records or joint accounts with both of their names as evidence of a genuine, ongoing relationship and any other evidence that demonstrates your relationship over time. Your spouse is not required to be present at the interview, but the consular officer may recommend that they come to the Embassy for an additional interview at a future date. **If a marriage is determined by the consular officer to be a sham, the petition will be returned to USCIS for revocation, and the petitioner may face legal penalties.**
  - **Step Children:** Petitions on behalf of step-children also require proof of a genuine marriage relationship between their biological parent and the step-parent.
- **MEDICAL EXAMINATION:** See attached *Instructions for Medical Examinations*.

## INSTRUCTIONS FOR MEDICAL EXAMINATIONS

**LABORATORY EXAMINATION:** Applicants who are 15 years of age or older are required to have blood tests and a chest X-ray done **BEFORE** their general physical examination at the following address:

Instituto y Laboratorio Clínico  
Calle 38 No. 8-28, Local No. 1  
Bogotá  
Tel. 232-7272

Applicants who are 15 years of age or older must first select a doctor for the general examination, second complete your laboratory examination, and third complete your general physical examination. These examinations should be completed **prior** to your appointment at the Embassy. **Please do not change doctors once you have selected one, as this will cause delays.** Many applicants are able to complete their laboratory and physical examinations on the same day.

**GENERAL PHYSICAL EXAMINATION:** Each applicant, regardless of age, must have a general physical examination with one of the doctors (also known as panel physicians) listed below. The doctors see patients Monday through Friday. Please call the Doctor's office to make an appointment for your exam.

Dr. Jairo H. Roa  
Centro Medico La Sabana  
Cra. 7 No. 119-14 , Cons 325  
Bogotá  
Tels. 2151763, 6589366

Dra. Maria Consuelo Gonzalez  
Cra. 8 No. 49-25, Cons. 302  
Bogotá  
Tels. 288-7629, 245-9290

At both examinations, you must show **these instructions and your passport.** You must bring **one photograph** (see photograph instructions) per applicant to **each** examination. If you do not bring your passport, these instructions, or photographs, the examinations will not be performed. **Examinations from a laboratory or doctor not included on this list will not be accepted.**

As of January 4, 2010, the exams will have a MAXIMUM price of **272.000\*** Colombian pesos per person:

**\$143.000** (Colombian pesos) for the general physical examination;

**\$129.000** (Colombian pesos) for blood tests (Serology and X-rays).

**\*Prices are subject to change.**

Laboratory and medical examination fees must be paid in cash by the applicant. **CHECKS ARE NOT ACCEPTED.** Any additional examinations ordered by the doctor must be paid for by the applicant. You may pick up the results of your exams at the doctor's office. On the day of your visa appointment, please bring the results of your medical examinations to the Embassy in a sealed envelope.

### **PLEASE NOTE**

During your medical examination, you should provide all relevant information concerning your medical history to the examining physician:

- If you are taking any medications, you should know their names and composition.
- If you currently, or have previously suffered from an illness, major surgery or trauma, or physical or mental disease, please bring the medical history from the doctor or medical institution that treated you.
- If you are receiving treatment for any of the above, please bring a copy of your medical history, including treatment and medication.

Failure to provide this information during your medical examination will cause your visa process to be delayed. Please remember that the information provided to the doctor is confidential.

### **IMPORTANT NOTICE TO IMMIGRANT AND K VISA APPLICANTS CONCERNING VACCINATION REQUIREMENTS**

United States immigration law requires immigrant and K visa applicants to obtain certain vaccinations (listed below) prior to the issuance of a visa. Panel physicians who conduct medical examinations are now required to verify that visa applicants have met the new vaccination requirement, or that it is medically inappropriate for the visa applicant to receive one or more of the listed vaccinations:

-- Acellular pertussis  
 -- Hepatitis A  
 -- Hepatitis B

-- Influenza  
 -- Influenza type b (Hib)  
 -- Measles  
 -- Meningococcal

-- Mumps  
 -- Pneumococcal  
 -- Pertussis  
 -- Polio  
 -- Rotovirus  
 -- Tetanus and diphtheria toxoids  
 -- Varicella

In order to assist the panel physician, and to avoid processing delays, **all immigrant and K visa applicants** should have their vaccination records available for the panel physician's review at the time of the medical examination. You should consult with your regular health care provider to obtain a copy of your immunization record, if one is available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician.

**Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition.**

### VISA DELIVERY SERVICE FEES

**All approved immigrant and K visa packages are delivered by DOMESA de Colombia, a private courier service. Unfortunately, we can make no exceptions.**

On the day of their interview, applicants must bring sufficient cash, in Colombia pesos, to pay for delivery of their visa packages. Applicants will receive detailed instructions from a DOMESA agent the morning of their interview. Please note that delivery service is not available for a small number of Colombian cities and towns. Applicants from these locations may pick up their visa packages at a DOMESA office or have their visa packages delivered to a friend or family member.

**Visa package delivery will take about four to six business days. Applicants should not make any travel arrangements before they have physically received their visa package.**

TYPE OF DELIVERY	CITY	RATES AUGUST 1, 2010 – JULY 31, 2011
ONE PASSPORT	WITHIN BOGOTA	COL.\$ 36.200 per person
	TO OTHER CITIES	COL.\$ 57.300 per person
PACKETS WITH MORE THAN ONE PASSPORT  ( 2 TO 8 PASSPORTS)	WITHIN BOGOTA	COL.\$ 33.300 per person
	TO OTHER CITIES	COL.\$ 47.000 per person
DOMESA OFFICE  (FOR OTHER PLACES WITHOUT SERVICE)	IN BOGOTA	COL.\$ 28.700 per person
	TO OTHER CITIES/TOWNS	COL.\$ 45.400 per person